

COMPTONS

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Regulated by the Law Society

Your Ref :

Our Ref :
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Date :
31 May 2002

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Dear Angus

Century House Residents Association

Following the annual review of my firm's charge-out rates, I have to advise you that, from 1st June 2002, my hourly rate will be increasing to £185 plus VAT. This is to enable us to meet out overheads and continue to provide a good service to clients such as yourself.

I, therefore, enclose two copies of our terms and conditions of business to reflect this fact and should be grateful if, after reading the same, you would sign, date and return one copy to me.

I also enclose an invoice for the preliminary work which I have carried out together with a time recording print-out. As you will see, I have substantially discounted down my fees for the preliminary work which, I trust, will be satisfactory to you and your colleagues.

I should be grateful if you would note that I am on holiday from 31st May to 10th June 2002 and, in the meantime, look forward to receiving your further instructions.

Kindest regards.

Yours sincerely

JOHN A MIDGLEY

COMPTONS

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